



REQUEST FOR PROPOSALS (RFP)

Rapid Rehousing – ESG funds

**CITY OF CHARLOTTE
HOUSING & NEIGHBORHOOD SERVICES DEPARTMENT - HOUSING SERVICES**

**DATE ISSUED:
July 26, 2017**

TABLE OF CONTENTS

1	REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS	2
1.1	PUBLIC NOTICE	2
1.2	PROJECT OVERVIEW	2
1.3	RFP SCHEDULE AND PROPOSAL SUBMISSION	2
1.4	EVALUATION CRITERIA & PROCESS	3
1.5	PROPOSAL FORMAT & CONTENTS	3
2	REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS	4
2.1	COMMUNICATIONS	4
2.2	DUTIES AND OBLIGATIONS OF AGENCIES IN THE RFP PROCESS	4
2.3	ADDENDA	4
2.4	NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST	4
2.5	PUBLIC RECORDS	4
2.6	ADVERTISING	5
2.7	VENDOR REGISTRATION WITH CITY OF CHARLOTTE	5
2.8	FINANCIAL CAPACITY; INSURANCE REQUIREMENTS	5
2.9	OWNERSHIP OF WORK PRODUCTS	5
2.10	CITY RIGHTS AND RESERVATIONS	5
2.11	CONTRACT	6
2.12	CHARLOTTE BUSINESS INCLUSION	6
	FORM 1 – EXECUTION OF PROPOSAL	7
	FORM 2 – COMMERCIAL NON-DISCRIMINATION CERTIFICATION	8
	FORM 3 – STAFFING	9
	FORM 4 - APPLICATION FOR FY18 ESG RAPID REHOUSING	10
	FORM 5 – RENTAL ASSISTANCE PROGRAM FINANCIAL DESIGN	12
	EXHIBIT A - SCOPE OF WORK	13
	1 OVERVIEW	13
	2 IMPORTANT ESG REQUIREMENTS	13
	EXHIBIT B - FY17 FAIR MARKET RENTS	15

1 REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS

1.1 Public Notice

The City of Charlotte (City) plans to select one or more agencies as City ESG fund subrecipients to provide rapid rehousing to eligible households. The City is seeking agencies whose combination of experience and expertise will provide timely, cost-effective services to the City.

Information related to this solicitation, including any addenda, will be posted to the City's Housing Website at:

<http://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

For questions related to this RFP, contact:

Warren Wooten, Housing Operations Manager
City of Charlotte
Housing & Neighborhood Services
600 East Trade Street
Direct Phone: (704) 336-2489
Email: twooten@charlottenc.gov

1.2 Project Overview

The selected agency or agencies will provide temporary rental assistance to eligible households experiencing a housing crisis to allow the family to quickly return to stable housing. The goal of rapid rehousing funding is to provide short term assistance to households who can return to self-sufficiency within twelve months.

Scope of Work is further detailed in Exhibit A – Scope of Work.

1.3 RFP schedule and Proposal Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFP:	July 26, 2017
Deadline for Questions:	August 9, 2017
DUE DATE & TIME FOR PROPOSALS:	August 16, 2017 @ 5pm

Proposals shall be enclosed in a sealed envelope or package, addressed to the City of Charlotte. The name and address of the prospective agency and RFP Title shall be placed on the outside of the package. All items required for a responsive proposal shall be included. It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date

and time will not be considered. Proposals submitted by facsimile or other electronic means will not be accepted.

Submit/Deliver to: **Warren Wooten**, Housing Operations Manager
City of Charlotte
Housing & Neighborhood Services
600 East Trade Street
Charlotte, North Carolina 28202

1.4 Evaluation Criteria & Process

The City will review and rate each proposal based on the following criteria;

- General agency experience working with at risk populations
- Specific agency experience with rental assistance programs
- Proposed program outcomes
- Proposed program cost effectiveness

The City reserves the sole right to select the most qualified agencies on the basis of best overall value that is most advantageous to the City.

Agencies who submit proposals will be notified of the selection results. Final recommendation of any selected agency is subject to the approval of City Council or City officials.

1.5 Proposal Format & Contents

Interested agencies must complete and submit one (1) original copy of each of the required Forms 1 thru 5 provided with this RFP.

END OF SECTION ONE

2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

2.1 Communications

All communication of any nature with respect to this RFP shall be addressed to the Contracts Administrator identified in this RFP. With the exception of communications with the Contracts Administrator and Charlottes Business INclusion Officer for this RFP, prospective agencies and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFP or submittals from the time the RFP was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the agency's proposal for consideration.

2.2 Duties and Obligations of Agencies in the RFP Process

Interested agencies are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting a proposal. Agencies must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Agencies are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFP. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

2.3 Addenda

In order to clarify or modify any part of this RFP, addenda may be issued and posted at the City's official website at <http://housing.charmeck.org>. Any requests for information or clarification shall be submitted in writing to the Contracts Administrator listed in this RFP by the deadline for questions.

2.4 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFP, the agency shall be deemed to have represented and warranted that the proposal is not made in connection with any competing agency submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud. Furthermore, the agency certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFP.

2.5 Public Records

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as "trade secret" North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City's evaluation committee, as well as other City staff. To properly designate material as a trade secret under these circumstances, each agency must take the following precautions: (a) any trade secrets submitted by the agency should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each agency agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process

and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each agency agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the agency has designated as a trade secret. Any agency that designates its entire proposal as a trade secret may be disqualified from consideration.

2.6 Advertising

In submitting an RFP, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

2.7 Vendor Registration with City of Charlotte

The selected agency and subcontractors must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

2.8 Financial Capacity; Insurance Requirements

The selected agency must have the financial capacity to undertake the work and assume associated liability. The selected agency will be required to provide certificates of insurance evidencing coverage for automobile liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; a fidelity bond of \$50,000; and workers' compensation insurance as required by North Carolina statutes.

2.9 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all documents and other work product prepared by, for, or under the direction of the selected agency pursuant to any contract under this RFP (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the agency a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.10 City Rights and Reservations

The City expects to select one or more agencies, but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any agency/team for any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFP as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFP, to cancel the RFP, to re-advertise for new RFP responses either with identical or revised specifications, or to accept any RFP response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFP shall not be construed as a contract, nor indicate a commitment of any kind.

The City of Charlotte reserves the sole right to award a contract or contracts to the most qualified agency(s) on the basis of best overall proposal most advantageous to the City. The City of Charlotte is therefore not bound to accept a proposal on the basis of lowest price. The City of Charlotte also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.

2.11 Contract

The contents of this RFP and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte's perspective as a result of the RFP process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful agency's submittal and any additions or deletions made at the discretion of the City as a result of the RFP process.

2.12 Charlotte Business INclusion

Pursuant to Charlotte City Council's adoption of the Charlotte Business INclusion (CBI) Policy, the Charlotte Business INclusion program promotes diversity, inclusion, and local business opportunities in the City's contracting and procurement process for Minority, Women, and Small Business Enterprises (MWSBEs) headquartered in the Charlotte Combined Statistical Area (CSA). The CBI Policy is posted at: www.charlottebusinessinclusion.com.

The City of Charlotte is committed to promoting opportunities for maximum participation of certified MWSBEs on City funded contracts at both the Prime and Subcontract level. In regards to this effort, SBE participation will be required in order to meet goal compliance. For SBE participation to count towards a Goal, SBEs must meet both the certification and geographic requirements as detailed throughout this solicitation and in the CBI Policy.

The **Charlotte CSA** refers to the Charlotte-Gastonia-Salisbury Combined Statistical Area in effect as of April 8, 2013 consisting of; (a) the North Carolina counties of Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union; and (b) the South Carolina counties of Chester, Lancaster, and York. This is one criteria used by Charlotte Business INclusion to determine eligibility to participate in the program.

Agencies are highly encouraged to consider any and all possibilities for MWSBE participation. A complete list of City certified SBEs is available at www.charlottebusinessinclusion.com.

END OF SECTION TWO

Form 1 – Execution of Proposal

The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFP constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

**Type of Company:
(check 1 box)**

☐ Sole Proprietor ☐ Partnership ☐ Joint Venture

☐ Corporation _____ (identify the State of incorporation)

(if joint venture, complete this "Proposal Submission" sheet for each joint venture company and identify the "Name of Joint Venture" on each sheet)

NAME OF JOINT VENTURE: _____

City of Charlotte Vendor Number: _____

ACKNOWLEDGEMENT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda:

No: _____ Date: _____ No: _____ Date: _____ No: _____ Date: _____

Company Legal Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

Date

Proposal is valid for one-hundred-eighty (180) days from the Proposal due date.

FORM 2 – COMMERCIAL NON-DISCRIMINATION CERTIFICATION

COMPANY NAME: _____

RFP NAME: FY18 ESG – Rapid Rehousing

The undersigned Company hereby certifies and agrees that the following information is correct:

1. In preparing its bid/proposal, the Company has considered all bids/proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2 below.
2. For purposes of this section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid/proposal submitted with this certification and terminate any contract awarded based on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Company agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid/proposal and to terminate any contract awarded on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies that are allowed thereunder.
5. As part of its bid/proposal, the Company shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Company in a legal or administrative proceeding alleging that the Company discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid/proposal to the City, the Company agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

(Date)

FORM 3 – Staffing

COMPANY NAME: _____

RFP NAME: FY18 ESG – Rapid Rehousing

List the full names of all **employees** whom you intend to assign to this program. Describe their specific role/responsibility and availability. Add additional pages as necessary.

Employee Name & Title	Project Role	Availability	Education / Experience
John Smith, Counselor	Program eligibility client services & counseling	Full time staff assigned 50% to this program	MSW

FORM 4 - Application for FY18 ESG Rapid Rehousing

Agency:			
Address:			
Director:			
Agency Contact:			
Phone Number:		Email:	
Total Funding requested from City	\$		

Agency and Program Information

Agency and Program(s) (if applicable) Description:
Agency Mission Statement:
Agency Vision Statement:
Describe the benefits and results of your agency's rental assistance program.
How long has your agency provided rental assistance?

THIS IS ONE TIME FUNDING. Share the strategies to sustain your program. Indicate plans for obtaining funds outside of City funding for rental assistance activities.

The goal of City funding for rental assistance is to provide vulnerable households housing while they transition to self-sufficiency or long term supportive housing option. For each population you plan to serve discuss your agency's long term housing strategy including how you plan to transition each population group to a permanent housing solution.

The ESG program requires each unit be subject to a HQS inspection prior to lease and payment approval. How does your agency plan to meet this requirement?

Form 5 – Rental Assistance Program Financial Design

In the space below, provide information regarding current and requested funding.

Population to be Served	Number of Clients Served	Total Estimated Cost per Household	Total Cost (one year)
Shelter occupants falling outside of prioritization			
Veterans registry			
Hotel voucher holders			
Total ESG Funds Requested			

Information provided in this proposal requesting ESG funding is true and accurate to the best of my knowledge. I acknowledge that if funding is awarded to my agency HUD Emergency Solution Grant funding rules and federal regulations are applicable to the use of this funding.

Executive Director or Designee Signature _____ Date_____

Exhibit A - Scope of Work

The City of Charlotte is seeking qualified non-profit agencies to administer ESG Repaid Rehousing programs in partnership with an existing program or programs. ESG Rapid Rehousing funds may be used to provide:

- Rental Deposits
- First and/or last month's rent
- Temporary rental subsidy

1 Overview

The intent of this RFP is to identify agencies that can best administer ESG programs to end and prevent homeless and return households to self-sufficiency. The proposing agency must be agreeable to run the program as designed and outlined by this RFP, and agree to comply with all ESG regulations and City contract requirements. Funding will only be offered to clients through the Charlotte-Mecklenburg COC coordinated entry process.

This RFP is to solicit proposals supporting the rapid rehousing of three specific homeless populations:

1. Households occupying emergency shelters not currently otherwise prioritized for housing by the Charlotte-Mecklenburg COC,
2. Households on veteran registry,
3. Households residing in hotels through homeless agency vouchers due to lack of shelter capacity.

2 Important ESG Requirements

2.1 Eligible Units

Assisted households may identify the housing unit of their choice. Eligible properties may be publicly or privately owned and must meet Minimum Housing Code, as determined by the City of Charlotte and pass a Housing Quality Standards inspection (HQS) prior to occupancy and annually thereafter. The unit may be subsidized so long as the ESG funding is not used to over subsidize the household. The unit must be within the City of Charlotte.

2.2 Rents

Units must have reasonable rents, based on rents that are charged for comparable unassisted units in the jurisdiction. The City adopts fair market rents as established by

US HUD and agencies can pay an assisted household no more than the difference between 30 percent of the household's income and fair market rent.

The City of Charlotte uses the Section 8 Rent Certificate model for calculating client rental payments. All agencies are required to calculate rental payments using the oneCPD rental calculator. Tenants pay 30 percent of their monthly adjusted income toward rent. The ESG assistance then makes up the gap between the tenant's payment and the actual rent plus utilities for the tenant's unit.

Example:	Family of four with adjusted gross income of \$24,821.
30% of Income:	= $0.3 \times \$24,821 = \$7,446.30$
Monthly Tenant Rent	= $\$7,446.30 / 12 = \620.52 (maximum tenant payment)
Subtract Utility Allowance	= $\$620.52 - \$187 = \$433.52$ (max rent tenant pays)

In this example, the tenant will pay \$433.52 and the remaining rent is paid by agency. This assumes no utilities are included and the tenant is renting a three bedroom apartment built during or after 2006. Utility allowances are included in this RFP's exhibits. Full utility tables can be found at www.charlottenc.gov/housing.

2.3 **Other Key Requirements**

The US Department of Housing and Urban Development requires ESG funded assistance meet the following requirements:

- The agency must select households based on written tenant selection policy and criteria;
- Households assisted with ESG Rapid Rehousing must meet HUD's Definition of Homelessness utilizing the hierarchy of HUD-preferred documentation;
- Before assistance is provided, the residential unit must pass inspection to determine whether the unit is eligible for HUD ESG assistance;
- Rapid Rehousing funds may be used to pay for rent and/or utilities owed in arrears if these amounts present a barrier to moving into a new unit;
- Arrears are limited to 6-month's-worth of assistance; the number of months in arrears paid is counted toward the 24-month limit;
- Arrears may be paid only once within a three-year period by any agency. Agencies are responsible for ascertaining if any arrears has already been paid by another agency in the past three years;
- Clients must be provided with case management services for no less than the length of their ESG assistance;
- The City will monitor each agency's program on an ongoing basis to ensure compliance with ESG requirements. At a minimum, monitoring will include:
 - Examining client files to determine correct application of the Definitions of Homelessness or At Risk of Homelessness;
 - Ensuring that all rental assistance activities and documents are in compliance with HUD regulations.

Exhibit B - FY17 Fair Market Rents
Charlotte Metropolitan Service Area

	Eff.	1 BR	2 BR	3BR	4BR	5BR	6 BR
Fair Market Rent	703	784	907	1230	1381	1506	1630